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Annex IV, TAB G

25X1A In considering the propriety of the action taken by the TAS in assuming responsibility for projects, functions established in basic regulations must be the controlling factor. The following extracts from R [REDACTED] are provided for reference in the determinations made in listing (TAB G) these projects under various headings indicating which components of the Agency, in the opinion of the Management Staff, should have had primary responsibility for them.

[REDACTED]

3.b. The General Counsel shall:

- (2) Advise and assist all officials and employees on legal matters arising in connection with the official business of the Agency and on all other matters involving the legal interpretation and significance of existing or pending legislation.
- (3) Review all regulatory material of the Agency for legality prior to publication.
- (4) Study and recommend, in terms of present laws and proposed legislation, Agency action in connection with the interpretation or enactment of legislation in order to preserve or attain legislative requirements of the Agency.

4.b. The Chief, Audit Staff shall:

- (1) Examine the financial and property accounts of Agency activities to ensure that Agency policies, practices, and procedures are followed.
 - 25X1C (5) Recommend policy and procedural changes in the interest of proper accounting for and expenditure of Government funds and material assets.
- [REDACTED]

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5.b. The Chief, Management Staff shall:

- (1) Develop and recommend plans, programs, policies, and procedures for, and exercise leadership and initiative in improving management throughout the Agency; continually review Agency progress in management improvement; and assist all elements of the Agency in planning, developing, and installing improved management practices.
- (2) Conduct studies of organization, functions, systems, and methods, and recommend improvements resulting therefrom.
- (3) Review and coordinate proposals for Tables of Organization and personnel ceiling changes; conduct work measurement, manpower distribution, and manpower utilization surveys; and develop recommendations as to numbers and types of positions and manpower required.
- (4) Conduct research on management techniques and develop and disseminate information throughout the Agency for the purpose of improving management practices and efficiency.
- (6) Review requisitions for and applications of office business machines and equipment, and conduct research and disseminate information related thereto.
- (7) Administer the Agency Records Management and Vital Materials Programs, and the Agency regulatory system.

8.b. The Comptroller shall:

- (8) Establish necessary fiscal accounting for the assets and liabilities of the Agency.
- (10) Establish, in conjunction with appropriate Agency components, accounting systems and financial reporting requirements for projects. Install or supervise the installation of project accounting systems where practical.
- (11) Develop, in conjunction with appropriate Agency components, issue, and install the necessary accounting systems and financial reporting procedures for [REDACTED]
- (13) Provide electric accounting machine record service for administrative and selected operational activities.

9.b. The Director of Logistics shall:

- (3) Negotiate agreements with officials of other Government departments to effect timely logistical support of Agency operations.
- (10) Develop and administer an integrated stock accounting system.

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- (12) Provide technical guidance on travel arrangements for Agency personnel, and arrange for the transportation of Agency property.

10.b. The Director of Personnel shall:

- (1) Formulate and recommend policies, regulations, practices, procedures, and standards which shall govern personnel administration throughout the Agency.
- (3) Review and evaluate personnel administration for compliance with approved policies, regulations, practices, procedures and standards, and for the adequacy of such program, and make recommendations for appropriate corrective measures.
- (4) Conduct research in the general field of personnel management to the extent necessary in the performance of his mission.
- (8) - - -; authenticate official personnel action documents; perform an employee counseling service, including exit interviews.
- (9) Provide position evaluation, wage administration, and comprehensive position standards.
- (11) Prepare individual contracts in those instances where personal services are to be obtained through a contractual relationship, including the establishment of special monetary allowances and differentials for overseas personnel as required.
- (17) Furnish miscellaneous employee services as required.

11.b. The Director of Security shall:

- (1) Recommend the establishment of Agency policies relating to security, and establish procedures for their implementation.

12.b. The Director of Training shall:

- (4) Establish the criteria for, and assist in determining the physical facilities, personnel strength, logistic support, and budgetary provisions needed to meet the requirements of Agency training programs under his direct supervision.

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